

TITLE: Director, Council on Aging
DEPARTMENT: Council on Aging

GRADE: P-29
DATE: December 2011

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Perform responsible, professional and administrative work initiating, developing and conducting programs which provide human and social services to Walpole elders.

SUPERVISION:

Works under the administrative direction of the Town Administrator and the general policy direction of the Council on Aging, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Has regular access at the departmental level to a wide variety of confidential information, including departmental personnel records, client records, criminal investigations, court records, financial records.

The employee is accountable for the direction and success of programs accomplished through others. The Director is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The Director typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

DISTINGUISHING CHARACTERISTICS:

1. Prepares and presents department budget (with C.O.A. Treasurer) to Board of Selectmen, Finance Committee and Town Meeting as necessary.
2. Researches and submits grant proposals for funding to state, federal and independent agencies.
3. Integrates funds in order to provide greatest number of services to elderly.
4. Recommends and develops innovative programs and projects.
5. Administers daily operation of multi-purpose Senior Center including meal site.

6. Oversees Outreach program and special programs established under grants. Participates in weekly meetings, referrals and family contacts.
7. Maintains contact/visibility with state and regional organizations and statewide professional organizations.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

EXAMPLES OF WORK: Including but not limited to

1. Reports to Council on Aging on a monthly basis; plans agenda with Chairperson, attends meetings, prepares and delivers reports. Works with council committees and related municipal boards and departments.
2. Works with Chairperson to prepare annual town report.
3. Recruits, supervises, trains (as necessary) and schedules staff and volunteers.
4. Provides direct services to the elderly including information and referrals, fuel assistance, counseling, support services, transportation, educational and recreational activities.
5. Prepares monthly Newsletter, arranges printing and supervises mail preparation. Prepares weekly press release for local media.
6. Speaks to groups and organizations regarding Council activities and functions.
7. Serves as liaison person to Friends of Walpole C.O.A. Inc. and Senior Citizen Club. Assists in fundraising activities.
8. Prepares and submits Annual Report to the Executive Office of Elder Affairs and disseminates policies.
9. Advocates on behalf of elderly encountering difficulties with agencies, public utilities or consumer issues.
10. Attends and presents training programs, regional meetings, and workshops pertinent to program development.
11. Maintains up-to-date list of resources; providers, public, private, non-profit, civic, religious, fraternal groups.
12. Manages department spending.
13. Submits requests for purchase orders, payroll and bills.
14. Initiate and plan special events for elders, elected officials and the general public.

DESIRABLE QUALIFICATIONS:

Training and Experience: Bachelor's Degree in Human/Social Service or related field. Two years paid experience in Human/Social Service field or any equivalent combination of education and experience.

Knowledge, Abilities and Skills: Good written and oral communication skills, management and leadership abilities along with the ability to exercise independent judgment and empathize with elders. Working knowledge of federal, state and local laws, practices, and regulations regarding elderly programs. Knowledge of elders needs and resources coupled with the ability to respect and preserve confidentiality. Strong skills in program development, budget preparation and grant writing. Good organizational skills. Sense of humor. Familiar with internet and computers.

SPECIAL QUALIFICATIONS:

Preference given to individual certified as Director by Massachusetts Association of Senior Center Directors.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and data base software; calculator; copy and fax machine; telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Revised: January 1997
Revised: November 2003
Revised: December 2011